UW HEALTH JOB DESCRIPTION

NURSE PRACTITIONER/PHYSICIAN ASSISTANT - MEDICINE

Job Code: 820003/820004   FLSA Status: Exempt   Mgt. Approval: N. Brandt   Date: 8.2018
Department: Medicine-Hematology/Oncology   HR Approval: K. Szudy   Date: 8.2018

JOB SUMMARY

The Hematology/Oncology Nurse Practitioner/Physician Assistant functions as an independent healthcare provider who, working collaboratively within a multidisciplinary health team is responsible for providing comprehensive care to both well and ill patients in a dual role of outpatient and inpatient setting. He/she demonstrates a high degree of clinical expertise in working with patients with acute and chronic illnesses, specifically cancer patients in active treatment. He/she is responsible for assessment, diagnosis, treatment, management, education, health promotion and care coordination for patients and families with acute and chronic health needs. The Nurse Practitioner/Physician Assistant demonstrates an advanced level of medical/nursing clinical knowledge, communication and interdisciplinary collaboration, professionalism and systems-based practice. He/she works with administrative, nursing, physician, and university faculty to assure safe, effective, quality patient care and to promote UW Health's educational and research missions.

The Nurse Practitioner/Physician Assistant will provide care within his/her scope of practice as outlined by applicable state law, licensing, regulations, institutional policy and practice agreements.

For practices located at UW Hospital and Clinics, the Nurse Practitioner/Physician Assistant is eligible to begin practice after he/she is credentialed and privileged by the University of Wisconsin Hospital and Clinics Medical Staff. Active hospital privileges will be required and reviewed on a bi-annual basis to maintain employment within this Department.

For all other non-UWMF and non-UWHC locations, the Nurse Practitioner/Physician Assistant will need to be credentialed and obtain and maintain professional privileges required for employment within this Department.

MAJOR RESPONSIBILITIES

Clinical Knowledge
1. Demonstrates knowledge of etiologies, risk factors, pathophysiology, presentation and epidemiology of medical conditions.
2. Performs history and physical assessments of patients that are accurate, complete, concise, relevant and appropriate for age, gender and clinical problem.
3. Orders appropriate diagnostic studies and correctly interprets the results.
4. Utilizes critical thinking to synthesize and analyze collected data.
5. Develops, implements, evaluates and alters the plan of care as needed.
6. Manages general medical and surgical conditions based on knowledge of the indications, contraindications, side effects, interactions and adverse reactions of pharmacologic agents and other relevant treatment modalities.
7. Counsels and educates patients and families.
8. Demonstrates proficiency in procedural skills pertinent to practice area.
9. Maintains accurate, complete, concise and timely documentation in the electronic medical record.

Patient Care
1. Provides care that is patient and family centered, compassionate, appropriate and effective for the promotion of health, prevention of illness and treatment of disease throughout the lifespan.
2. Facilitates consistent, coordinated care and clear communication among all members of the healthcare team.
3. Incorporates the patient and family in care planning and treatment across settings.
4. Serves as an advocate for patients and families in navigating the health care system.

Practice Based Learning and Clinical Improvement
1. Demonstrates insight into own strengths, limitations and knowledge deficits.
2. Demonstrates initiative to meet identified learning needs using multiple resources.
3. Actively participates in self-evaluation by seeking and utilizing guidance and constructive feedback in a professional manner.
4. Continuously seeks opportunities for clinical advancement and knowledge and skill attainment.
5. Participate in research opportunities to advance the care and treatment of patients with breast cancer.

Communication and Interdisciplinary Collaboration
1. Communicates and collaborates effectively with physicians, other health professionals and health related agencies.
2. Works effectively with multidisciplinary team members.
3. Promotes mutual respect and trust working within a team model.
4. Communicates effectively with patients and families, incorporating gender, age, culture, race, religion, disabilities and sexual orientation.

Professionalism
1. Follows ethical principles regarding patient confidentiality, informed consent and unanticipated adverse outcomes.
2. Demonstrates the highest level of accountability for professional practice.
3. Participates in education of students and other health care professionals.
4. Maintains effectiveness where circumstances and priorities are changing. Is flexible, resilient and change oriented.
5. Welcomes and participates in opportunities to advance the mission of UW Health through service, scholarship, science and social responsibility.
6. Participates in organizational and departmental meetings, educational opportunities, committees and workgroups as necessary.

Systems Based Practice
1. Considers cost effectiveness and risk/benefit analysis when making decisions about patient care.
2. Uses evidenced-based medicine to systematically analyze and improve patient care practices.
3. Participates in quality initiative/performance activities.
4. Participates in development, evaluates and implements standards of care within area of specialization (policies, protocols, etc).

Roles and responsibilities specific to area of clinical practice:

Outpatient Specific Responsibilities (50-70%)
1. Conduct comprehensive or episodic health history and physical assessment of oncology/hematology patients with acute, chronic and/or potential health problems.
2. Establish medical diagnoses
3. Oversee treatment infusions and supportive care needs.
4. Write specific orders within the limits of the practice agreement/scope of practice including chemotherapy.
5. Provide appropriate direction to clinic staff regarding patient care issues.
6. Communicates effectively with referring and primary health care providers.
7. Manage independent outpatient clinical practice and coverage for collaborating physicians.
8. Maintain clinical documentation according to group practice.
9. Participate in medical oncology/hematology specific clinical quality and research projects.
10. Educates patients and families on treatment plans, wellness care, and survivorship plans
11. Participates in learning opportunities for nursing and medical students and Heme/Onc fellows.
12. May include consultation call responsibility.

Inpatient Specific Responsibilities (30-50%)
1. Conducts comprehensive health history and physical assessment of patients with acute health problems.
2. Performs admission history and physical, develops, manages and modifies treatment plans.
3. Participates in daily rounding and collaborates with attending or consulting team in order to adjust plans of care.
4. Manages or independently performs evaluative and treatment procedures necessary to provide an appropriate response to life-threatening emergency situations until the arrival of emergency response teams.
5. Facilitates referrals to appropriate community health facilities, agencies and resources.
6. Discharges hospitalized patients at the direction of the attending physician.
7. Prepares and dictates discharge summaries of patients’ hospitalization and clinic care.
8. Assists with intraoperative processes and procedures, when needed, and as granted through privileging processes.

Procedures: Performs routine clinical procedures independently as outlined in practice agreements/scope of practice including, but not limited to, the following:
1. Chemotherapy prescribing privileges

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

<table>
<thead>
<tr>
<th>JOB REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education</strong></td>
</tr>
<tr>
<td>Minimum</td>
</tr>
<tr>
<td>If Nurse Practitioner:</td>
</tr>
<tr>
<td>• Master’s or Doctorate’s degree from accredited Nursing Program</td>
</tr>
<tr>
<td>If Physician Assistant:</td>
</tr>
<tr>
<td>• Bachelor’s or Master’s degree from accredited PA Program</td>
</tr>
<tr>
<td>Preferred</td>
</tr>
<tr>
<td><strong>Work Experience</strong></td>
</tr>
<tr>
<td>Minimum</td>
</tr>
</tbody>
</table>
## Preferred
1 or more years of experience caring for hematology/medical oncology patients
Experience with acute and ambulatory patient care

### Licenses & Certifications

#### Minimum

**If Nurse Practitioner:**
- Active RN and APNP license in State of Wisconsin AND
- Active board certification as a NP in: Adult; Adult/Gerontology, Acute Care; Family.

**If Physician Assistant:**
- Active PA license in State of Wisconsin AND
- Active PA board certification

**All Nurse Practitioner and Physician Assistant applicants must have:**
- Active DEA license or ability to apply for such license prior to or upon hire
- CPR certification and advanced life support certifications if relevant to practice area (ACLS, PALS, NRP)

**Preferred**

- Excellent verbal and written communication skills
- Professional demeanor
- Ability to work as a member of a multidisciplinary team
- Comfortable working with patients and families in emotionally intense relationships.
- Ability to prioritize tasks

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

| Infants (Birth – 11 months) | Adolescent (13 – 19 years) |
| Toddlers (1 – 3 years) | x Young Adult (18 – 40 years) |
| Preschool (4 – 5 years) | x Middle Adult (41 – 65 years) |
| School Age (6 – 12 years) | x Older Adult (Over 65 years) |

### JOB FUNCTIONS

Review the employee’s job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. **Note:** reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.

<table>
<thead>
<tr>
<th>Physical Demand Level</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Constant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Up to 33% of the time</td>
<td>34%-66% of the time</td>
<td>67%-100% of the time</td>
</tr>
</tbody>
</table>

**Sedentary:** Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

| Up to 10# | Negligible | Negligible |

**Light:** Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.

| Up to 20# | Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls | Negligible or constant push/pull of items of negligible weight |

| x Medium: | 20-50# | 10-25# | Negligible-10# |

**Heavy:** Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

| 50-100# | 25-50# | 10-20# |

**Very Heavy:** Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.

| Over 100# | Over 50# | Over 20# |

List any other physical requirements or bona fide occupational qualifications:
UW HEALTH JOB DESCRIPTION

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.